



Ringa Atawhai Matauranga

COMPLAINT FORM

Name of complainant: _____

Address: _____

Mobile: _____

Email: _____

Describe the nature of your complaint: (You may do this verbally if you like)

Date of complaint: _____

Give details of those involved in your complaint:

Name: _____

Position: _____

Describe what happened:

Complainant's signature: _____ Date: _____

By signing you declare all information given is accurate and truthful.

Hand this, in confidence to the Operations Manager. The CEO will respond to this complaint within 24 hours if the complaint is serious and within 7 days in all other cases.

If you are not satisfied by the outcome of our complaints process, you may be able to raise your concerns externally. The New Zealand Qualifications Authority's [website](#) provides useful information about the avenues available to you.